

**IDAHO
CREDENTIAL STANDARDS
FOR
POSTSECONDARY PROFESSIONAL-TECHNICAL
FACULTY AND ADMINISTRATORS**

DECEMBER 2003

IDAHO

POSTSECONDARY PROFESSIONAL-TECHNICAL INSTITUTIONS

North Idaho College – Coeur d’Alene

Lewis-Clark State College – Lewiston

Boise State University – Boise

College of Southern Idaho – Twin Falls

Idaho State University – Pocatello

Eastern Idaho Technical College – Idaho Falls

For information on Postsecondary Professional-Technical Education programs or hiring, contact the above institutions.

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FORWARD

This manual, Idaho Credential Standards for Postsecondary Professional-Technical Faculty and Administrators, is proof of a strong commitment to high standards for postsecondary professional-technical education. Idaho's future also depends on the quality of the State's Postsecondary professional-technical education programs and on the preparation, professionalism, and commitment of its instructors and administrators.

Teaching competency is defined as the knowledge, skills and attitudes necessary to perform a critical teaching task. The competent Professional-Technical instructor and administrator must demonstrate a solid understanding of both technical subject matter and professional skills and knowledge. The Postsecondary Certificate acknowledges these competencies.

The State Division of Professional-Technical Education is responsible for prescribing qualifications for postsecondary teachers and administrators in the Professional-Technical Education system. The Division adheres to a philosophy of shared responsibility between the State Division, institution administration and local Professional-Technical teacher educators. The Division provides leadership and coordination in assuring that persons with responsibility for instruction and administration in Idaho's postsecondary professional technical institutions are capable and qualified to perform tasks assigned.

The following policies reflect acceptable standards of measurement for the various levels available to the postsecondary professional-Technical teacher and administrator. These statements are intended to recognize the wide variance in background, experience and credentials among postsecondary educators. These standards identify the minimum criteria as established by the State Division. The respective institutions may initiate the prerogative to institute requirements in addition to those listed herein.

Dr. Mike Rush
State Administrator
Professional-Technical Education

Section I: General Information for Postsecondary Professional-Technical Credentialing

A. Overview

1. The State Division of Professional-Technical Education is responsible for prescribing qualifications of postsecondary teachers and administrators in the professional-technical education system. The system is comprised of Boise State University Larry G. Selland College of Technology, College of Southern Idaho Professional-Technical Division, Eastern Idaho Technical College, Idaho State University College of Technology, Lewis-Clark State College, and North Idaho College Professional-Technical Division. The State Division supports a philosophy of shared responsibility with institution administration and professional-technical teacher educators.
2. This manual addresses the certification process for individuals wishing to teach or administer postsecondary professional-technical education programs. Information how to obtain a certificate for secondary teachers, supervisors, and administrators is contained in the Idaho State Department of Education Certification Manual. Secondary certification standards are developed in cooperation with the Division of Professional Technical Education.
3. Professional-technical teachers and administrators in Idaho are required to obtain and maintain a certificate in order to teach or administer professional-technical education courses and programs. This responsibility is found in Idaho Statute 33-2203 for Vocational Education, requiring the State Board of Education to "... prescribe qualifications for teachers, directors and supervisors for such subjects, and to have full authority to provide for the certification of such teachers, directors and supervisors, subject to the laws and rules governing the state board of education; ...". The State Board of Education further states that teachers of professional-technical classes or programs in secondary and postsecondary schools must hold an endorsement in an appropriate occupational discipline (IDAPA Rule 08, Title 02, Chapter 02, Section 070.03). The State Board of Education has delegated the responsibility of establishing and maintaining these certification standards and processes to the Division of Professional-Technical Education.
4. Professional-technical teachers and administrators demonstrate the skills and knowledge in professional-technical programs through the certification process. This process relies on documented experience in industry skills and is the reason for periodic recertification to ensure teachers and administrators are current with industry standards. Each professional-technical college advertises its own vacancies and maintains its own employment procedures. Applicants must meet the institutional hiring standards, one of which is teacher certification for faculty and administrators.

B. Types of Professional -Technical Education (PTE) Certificates

1. There are three levels of Professional-Technical Education certificates: instructor, administrator, and counselor/career guidance.
 - a. Instructor certificates: There are three types of PTE instructor certificates:
 - (1) Limited Occupational Specialist – 3 year, non-renewable
 - (2) Standard Occupational Specialist – 5 year, renewable
 - (3) Advanced Occupational Specialist – 5 year, renewable
 - b. Administrator certificates: There are two types of PTE administrator certificates:
 - (1) Interim Administrator Certificate – 1 year, renewable twice
 - (2) Administrator Certificate – 5 year, renewable
 - c. Counselor/Career Guidance certificates: There are three types of PTE counselor/career guidance certificates:
 - (1) Standard Career Guidance Advisor – 5 year, renewable
 - (2) Limited Counselor Certificate – 3 year, non-renewable
 - (3) Standard Counselor Certificate – 5 year, renewable
2. Detailed information on the types, application process, and requirements of each certificate is found in Section II of this manual.

C. Obtaining a Postsecondary Professional-Technical Education Certificate

1. Applicants for postsecondary certification will find the Application Form C1 in Section IV of this manual. For more information you may contact the individual professional-technical institutions or the Certification Office, Division of Professional-Technical Education, 650 W State Street, PO Box 83720, Boise, ID 83720-0095, Telephone 208-334-3216, and FAX 208-334-2365. The Division Web Site is www.pte.state.id.us.
2. Initial certificates-To obtain an initial certificate complete the following steps:
 - a. Read the regulations and requirements carefully in Section II to make certain you meet minimum qualifications. Definitions can be found in Section III, Professional-Technical Glossary of Terms.
 - b. Submit an application on the form (Application Form C1) supplied in Section IV of this manual. All information requested on the application form must be supplied. Incomplete applications will not be considered.

- c. Provide official transcripts of all college preparation. Transcripts submitted become a part of the permanent certification record maintained by the Division of Professional-Technical Education.
 - d. Send the \$35.00 application fee with each initial and renewal application request. The check or money order is payable to the Idaho Department of Education. All certificates are issued on the same date, September 1, of the current year regardless of when the application is submitted.
 - e. Credentials are usually issued within 10 days after the completed application, fee, and official transcripts are received by the credentialing office. Certificates for postsecondary personnel are authorized by the Professional-Technical Certification Officer and issued by the Department of Education, Certification Office.
 - f. Appeals on postsecondary professional-technical credentialing should follow procedures established at each institution for grievances and appeals.
3. Renewal of Certificate.
- a. All Idaho postsecondary professional-technical certificates, except the Postsecondary Limited Occupational Specialist Certificate and the Postsecondary Limited Counselor Certificate, are renewable. Application for renewal must be submitted on the Application Form C1, in Section IV of this manual. Applications for renewal should be made between January 1, and August 31, of the year in which the credential expires.
 - b. Professional development hours or credits, such as industry experience, workshops, seminars, and/or conferences, must be approved by your supervisor using the Postsecondary Professional Development Activities for Occupational Specialist Certification form, Form C2, in Section IV of this manual or the professional development form used by your college and forwarded for approval to the Certification Officer at the Division. Fifteen clock hours of professional development in-service/activity units equal one semester hour of university credit. Professional development university credits or in-service units may not be carried over from one certification period to another.
 - c. An official certification file is maintained at the Division of Professional Technical Education of applications and professional development activities submitted for approval to the Division Certification Officer.
 - d. Renewal applicants should complete the following steps:
 - (1) Complete an Application Form, Form C1 in Section IV, and submit it to the address at the top of the form.
 - (2) Attach an application fee of \$35, check or money order, payable to the Idaho Department of Education.

- (3) Submit university transcripts and/or approved professional development activities forms which are used to officially document state recertification requirements.
 - (4) Develop a professional development plan-use Form C3 in Section IV or your college form, and submit it to the college administrator(s) responsible for monitoring professional development. The original plan is filed on campus but a copy may be sent to the professional-technical Certification Officer for filing in the individuals' certification file, if requested.
- 4. Expired Certificates. When a valid credential has been allowed to expire, a person must apply for reinstatement and meet the current initial certification requirements.
- 5. Holders of 9-12 Certificates. Holders of the Idaho Standard Secondary Certificate endorsed in the appropriate professional-technical education field of study are certified to teach at the postsecondary level. Renewal requirements may be found in the Idaho Certification Manual. This manual is available on-line at the Department of Education website: www.sde.state.id.us/certification.
- 6. Out of State Certificates. Except for a high school teaching certificate issued by another state under NCATE guidelines, all applicants for postsecondary certification will be evaluated and approved solely on the guidelines listed in Section II.
- 7. Credentialing and Program Funding. All Idaho full time postsecondary instructors and administrators employed to work with state reimbursable professional-technical classes/programs must hold an appropriate Idaho Certificate. Part time or adjunct faculty certification requirements will be determined on an individual basis by the dean of the college or the dean's appointee. Academic educators teaching only general education courses supporting Associate of Applied Science degrees are not required to apply for professional-technical credentials if they meet institutional standards and are not teaching related subjects. See Section II, 1.a. (3) (b) for information on related subjects endorsements.
- 8. Change of Name. Instructors and administrators, when writing about credentials or service records, should provide full information as to the name or names under which credentials have been issued and list their Social Security number. This information will permit a prompt reply and efficient record keeping.
- 9. Revision of Certificate Level or Endorsement. When an individual has completed and documented the requirements and can move to a higher certification level or desires to add endorsements, they should submit an Application Form C1, Section IV, and request a credential reprinting to reflect the change. A fee of \$35.00 is charged to issue the higher level certificate and a fee of \$25.00 is charged to add endorsements.

Section II: Certification

A. Instructor Certification

1. There are requirements for the three types of Occupational Specialist Certificates: Limited Occupational Specialist (three-year, non-renewable); Standard Occupational Specialist (five-year; renewable); and, Advanced Occupational Specialist (five-year, renewable); are outlined in this section.

a. General Requirements

- (1) Applicants must be 18 years of age; document full-time, successful, recent, gainful employment in the area for which certification is requested; possess either a high school diploma or General Educational Development (GED) certificate; meet provisions of Idaho Code; and, verify technical skills through work experience, licensure or testing as listed below. When applicable, requirements of occupationally related state agencies must also be met. Since educational levels and work experiences vary, applicants may qualify under any one of the following three options.
 - (a) Experience: Have eight years (16,000 hours) of full-time, successful, recent, gainful employment in the occupation for which certification is requested. Up to 48 months' credit can be counted toward the eight years on a month-to-month basis for journeyman training and/or for postsecondary training successfully completed as a full-time student in an approved/approvable, postsecondary professional-technical education program.
 - (b) Education/Experience: Have a bachelor's degree in the specific occupation or related area, plus three years (6,000 hours) of full-time, successful, recent, gainful employment in the occupation.
 - (c) Experience/Competence Verification: Have at least journeyman level plus two years of recent, full-time, gainful, related work experience;

OR,

Pass approved state or national licensure/certification examination plus three years of recent, full-time, gainful, related work experience. Length and type of work experience in emergency services and health professions will be determined on an individual basis;

OR,

Pass approved industry related certification for skill level requirements (vendor and industry specific) plus three years of recent, full-time, gainful, related work experience. Length and type of work experience in emergency services and health professions will be determined on an individual basis.

If no competency test exists, a written recommendation from a representative occupational advisory council/committee and recorded in its minutes is required to verify occupational competence.

- (2) Applicants with documented prior classroom instructional experiences of any kind may request a review by an assessment team made up of the Professional-Technical Certification Officer, a teacher educator from an NCATE accredited professional-technical teaching program, and/or a local administrator. Such experience may result in waiving of coursework for an applicant if approved by a professional-technical teacher educator and the Division's certification officer.
 - (3) Special Professional-Technical Endorsements: There are many possible endorsements that can be attached to the Occupational Specialist Certificates. Any endorsement must meet the experience criteria above. Two endorsements with special application to postsecondary education are:
 - (a) Work-Based Learning Coordinator Endorsement: Educators assigned to coordinate approved work-based experiences must hold this endorsement. Applicants must complete coursework in coordination of work-based learning programs.
 - (b) Related Subjects Endorsement: Academic educators assigned to teach subject matter related to Professional-Technical programs must hold a related subjects endorsement attached to an Occupational Specialist Certificate or a Standard Secondary Certificate with endorsement in one or more professional-technical subject areas. Academic educators teaching only general education courses supporting Associate of Applied Science degrees are not required to apply for professional-technical credentials if they meet institutional standards and are not teaching related subjects.
- b. Postsecondary Limited Occupational Specialist Certificate (three years, non-renewable)
- (1) This non-renewable certificate is issued to individuals certifying in Idaho for the first time and who do not qualify for a Standard Occupational Specialist. After the three-year period, the holder must meet the requirements for the Standard Occupational Specialist Certificate.

- (2) Participation in a two-step professional development process is a condition of holding the Limited Occupational Specialist Certificate. Past professional teaching experience and coursework may be reviewed for possible waiving of part or all of the coursework requirements listed below (See 1.a.2, page 8).

Step One: Within the first 18 months of certification, the holder must:

- (a) complete either the pre-service workshop sponsored by the State Division of Professional-Technical Education; or, with teacher education approval, a course in methods of teaching occupational education;
- (b) complete a new-teacher induction in-service and/or mentoring activity of 30 hours or longer; and,
- (c) prepare a professional development plan which outlines the coursework for completing the certification requirements using Form C3, Section IV of this manual, or an institutional acceptable plan form. The plan should align with both professional skills/content and instructional goals.

Step Two: Within the three-year period of the Limited Occupational Specialist Certificate, the instructor must satisfactorily complete or demonstrate competency through past coursework or teaching experiences. Coursework must be documented and taken in four of the following five areas:

- (a) methods of teaching occupational education;
- (b) analysis, curriculum development;
- (c) education measurement and evaluation;
- (d) principles and foundations of occupational education;
- (e) career pathways and guidance.

c. Postsecondary Standard Occupational Specialist Certificate (five-year, renewable):

- (1) This renewable certificate is issued to individuals who have already completed coursework or demonstrated competency identified in Step Two above but have not attained a Bachelors Degree or a total of 30 semester credits of teacher preparation coursework.

- (2) The certificate may be renewed if the following requirements are met:
 - (a) Completion of six (6) semester credit hours of coursework;
 - (b) verification of two-hundred-forty (240) hours of related work experience; or,
 - (c) ninety (90) hours of attendance at approved technical conferences, institutes, workshops, or other activities as approved by the institution administration.
 - (3) Prepare a new professional development plan which outlines the coursework for completing the certification requirements using Form C3, Section IV of this manual, or an institutional acceptable plan form. The plan should align with professional skills/content, instructional goals and institutional goals and be filed with the individual's administrator.
 - (4) The process to renew this certificate is located in Section I, C, 3, Renewal of Certificate.
- d. Postsecondary Advanced Occupational Specialist Certificate (five-year, renewable)
- (1) This renewable certificate is issued to individuals who meet the following requirements:
 - (a) meet the requirements for the Standard Occupational Specialist Certificate; and,
 - (b) provide evidence of completion of a bachelor's degree in subject area or a program of study agreed upon by the on-campus teacher educator amounting to 30 semester credits of coursework, professional skills/content activities. Documentation must be reported on the Postsecondary Professional Development Activities Form C3, Section IV, with backup evidence attached.
 - (2) A professional development plan that aligns with professional skills/content, instructional goals, and institutional goals must be filed with the individual administrator, using Form C3, Section IV, or an institutional acceptable plan form. The plan should align with both professional skills/content, instructional goals, and institutional goals and be filed with your administrator.
 - (3) The process to renew this certificate is located in Section I, C, 3, Renewal of Certificate.

B. Administrator Certification

1. Postsecondary Interim Professional-Technical Administrator Certificate (One-Year; Renewable Twice)
 - a. This renewable certificate is issued to Administrators who meet the following qualification requirements but who have not completed the required administrative coursework:
 - (1) qualify for or hold an Occupational Specialist Certificate or hold an occupational endorsement on the secondary teaching credential;
 - (2) provide evidence of a minimum of three (3) years teaching in an occupational discipline; and,
 - (3) hold a masters degree.
 - b. The certificate may be renewed twice, at which time the applicant must meet the requirements for the certificate. The process to renew this certificate is located in Section I, C, 3, Renewal of Certificate.
 - c. An additional interim certificate may be issued if, for extenuating circumstances, the applicant is unable to complete the required coursework.
2. Postsecondary Professional Technical Administrator Certificate (five-year; renewable)
 - a. This renewable certificate is required for an individual serving as an administrator, dean, director, manager, or coordinator of professional-technical education at the state, or postsecondary level.
 - b. Individuals must meet the following prerequisites to qualify for the Postsecondary Professional-Technical Administrator Certificate:
 - (1) qualify for or hold an Occupational Specialist Certificate or hold an occupational endorsement on the secondary teaching credential;
 - (2) provide evidence of a minimum of three (3) years teaching in an occupational discipline;
 - (3) hold a masters degree; and,
 - (4) complete, or show equivalent training or experience, in at least fifteen (15) semester credits of administrative coursework. Applicants must have completed or documented experiences that have provided competency in the following: financial aspects of professional-technical education; administration of personnel, and legal aspects of professional-technical education. Additional coursework or competency experiences can be selected from any of

the following areas: administration and supervision of occupational programs; instructional supervision; administration internship; curriculum development; curriculum evaluation; research in curriculum; school community relations; communication; teaching the adult learner; coordination of work-based learning programs; and/or measurement and evaluation. Equivalence (professional and/or work experience which provides the knowledge and skills necessary) in each area will be determined on an individual basis by the State Professional-Technical Certification Coordinator.

- c. To renew the Postsecondary Professional-Technical Administrator Certificate, individuals are required to complete six (6) semester hours of related coursework, document completion of an equivalent number of clock hours of professional development activities, or meet renewal requirements for the Advanced/Standard Occupational Specialist Certificate. The process to renew this certificate is located in Section I, C, 3, Renewal of Certificate.

C. Counselor/Career Guidance Certification

- 1. Three types of certificates are issued for counselor/career guidance personnel: Postsecondary Standard Professional-Technical Education Career Guidance Advisor; Postsecondary Limited Professional Technical Education Counselor; and, Postsecondary Professional Technical Education Counselor.

- a. Postsecondary Standard Professional-Technical Education Career Guidance Advisor (five-year; renewable)

- (1) This five-year certificate is renewable and is valid only if the holder is serving under the direct supervision of a fully credentialed postsecondary counselor. To receive the Postsecondary Standard Professional-Technical Education Career Guidance Advisor Certificate the applicant must:

- (a) hold a bachelor's degree from an accredited institution; and,
 - (b) have completed all requirements as a Career Development Facilitator (CDF);

OR

- (a) hold a bachelor's degree from an accredited institution;
 - (b) have three years of full-time work experience as a career/educational advisor; and,
 - (c) have completed accredited coursework or continuing education units in each of the following areas: Principles/Foundations of Professional-Technical Education, Theories of Occupational Choice, and Occupational and Educational Information/Career Pathways and Guidance.

- (2) To renew the certificate individuals are required to complete six (6) semester hours of related coursework, document completion of an equivalent number of clock hours of professional development activities, or meet renewal requirements for the Advanced/Standard Occupational Specialist Certificate. The process to renew this certificate is located in Section I, C, 3, Renewal of Certificate.
- b. Postsecondary Limited Professional-Technical Education Counselor Certificate (Three-year; non-renewable)
 - (1) The Postsecondary Limited Professional-Technical Education Counselor Certificate is valid for three years and only if the holder is serving at the postsecondary level under direct supervision of a fully credentialed postsecondary counselor. This certificate is issued to counseling professionals who meet the requirements listed below but who have not completed the requirements for the Professional-Technical Education Counselor Certificate coursework.
 - (2) To qualify for the Limited Certificate applicants shall:
 - (a) hold a master's degree in counseling from an accredited institution which meets CACREP standards; and,
 - (b) have completed accredited coursework in Principles/Foundations of Professional-Technical Education.
 - (3) The applicant cannot renew this certificate.
- c. Postsecondary Standard Professional-Technical Education Counselor Certificate (Five-year, renewable)
 - (1) Requirements for the Postsecondary Standard Professional-Technical Education Counselor Certificate include:
 - (a) hold a master's degree in counseling from an accredited institution which meets CACREP standards;
 - (b) complete accredited coursework or continuing education units in each of these areas: Principles/ Foundations of Professional Technical Education, Theories of Occupational Choice, and Occupational and Educational Information/Career Pathways and Guidance.
 - (2) To renew the certificate individuals are required to complete six (6) semester hours of related coursework, document completion of an equivalent number of clock hours of professional development activities, or meet renewal requirements for the Advanced/Standard Occupational Specialist Certificate. The process to renew this certificate is located in Section I, C, 3, Renewal of Certificate.

Section III: Professional-Technical Glossary of Terms

Work Experience Definitions

Cumulative: Successive additions of work (hours/months) in the occupation or closely related occupations (maximum of one year is allowable).

Full-time: To apply toward the required work experience, employment may be accumulated from work completed for the same or comparable position of at least six (6) months duration, 40 hours per week (12 months experience equals one year toward requirement).

Gainful: Services rendered for a firm for which the remuneration would enable one to sustain a livelihood.

Recent Work: Experience ending within the last five years.

Successful Competency in the Occupational Area: Such competency verification may be requested in writing from previous employers and/or results of competency testing.

Other Definitions

Approved Course: A course offered by an approved Idaho professional-technical teacher education institution; OR a course evaluated and approved as meeting Idaho standards by an approved Idaho professional-technical teacher educator and the State Division of Professional-Technical Education.

CACREP: Council for Accreditation of Counseling and Related Educational Programs

Journeyman: A journeyman is a person who has completed a formal apprenticeship program in the occupation or related area for which certification is requested. The apprenticeship must be under the direction of an employer and either the Bureau of Apprenticeship and Training or an approved State Apprenticeship Agency.

Occupational Competency Test: A test designed to measure technical and/or manipulative abilities in a given occupational area. The National Occupational Testing Institution (NOCTI) examination will be used if a test is available in the desired area.

Professional-Technical Programs: Programs which have received State Board for Professional-Technical Education approval and are eligible for State and/or Federal funds through reimbursement.

Specific Occupations: Restricted to a particular category; such as: machinist, welder, food service worker, practical nursing, etc.

Section IV: Certification Forms

POSTSECONDARY APPLICATION FOR OCCUPATIONAL SPECIALIST CERTIFICATION

MAIL TO: Department of Education
P.O. Box 83720
Boise, ID 83720-0027

____ Initial Application
____ Revision

____ Renewal
____ Reinstatement
____ Evaluation Only

***NOTE: \$35.00 APPLICATION FEE IS PAYABLE TO IDAHO DEPARTMENT OF EDUCATION**

***FEE Must** accompany this Application and is NONREFUNDABLE. Please use a CHECK or MONEY ORDER

1. Name of Applicant:			Social Security No.:	
2. Home Address:			City/State/Zip:	
3. Hold a high school diploma or a GED? <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>		Date of Birth:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
		Home Phone () Work Phone ()		

4. Check the **Occupational Area** and list the **Subject Area** to be taught:

AGRICULTURE AREA		MARKETING AREA	
BUSINESS AREA		RELATED SUBJECTS	
COUNSELING/ SP NEEDS		OCCUP FAMILY & CON SCI	
HEALTH AREA		TRADES & INDUSTRY	
WORK-BASED LEARNING		PRO-TECH ADMINISTRATOR	

5. Are you currently teaching or contracted to work in a professional-technical program? _____ YES _____ NO
6. If "yes", indicate school and program: _____

Complete sections 7-9 if this is your initial application for certification. If you are applying for renewal of your professional-technical certificate, only provide information in sections 7-9 that is new. Sections 10-14 **MUST** be completed.

7. **Educational Data:** TRANSCRIPTS MUST BE PROVIDED TO DOCUMENT COURSEWORK COMPLETED.

	NAME OF SCHOOL	LOCATION	DIPLOMA, CERTIFICATE OR DEGREE GRANTED	DATE GRANTED	MAJOR
TECHNICAL SCHOOL					
COLLEGE					
COLLEGE					

8. **Specific Training:** (List all schools and private training in special subjects)

COURSE OR SUBJECT	INSTITUTION, COMPANY OR PRIVATE TEACHER	DATES	CLOCK HOURS	CREDITS OR CERTIFICATES

9. **Employment Experience:** (Other than teaching) Please list all wage earning experience. Attach a separate sheet if more space is needed.

FROM MO/YR	TO MO/YR	HRS PER WEEK	KIND OF WORK/INDUSTRY CERTIFICATE	EMPLOYER	CITY	STATE

Form C1

**POSTSECONDARY
APPLICATION FOR OCCUPATIONAL SPECIALIST CERTIFICATION (Page 2)**

10. Teaching experience in Public Schools, Business, Industry, etc.

NAME OF SCHOOL OR COMPANY	SUBJECT OR OCCUPATION	CITY	STATE	FROM MO & YR.	TO MO & YR.

11. Have you ever held an Idaho Teacher Certificate? YES _____ NO _____

If "YES", what type and what is the year of expiration? _____

12. Have you ever had an out-of-state certificate endorsed for use in Idaho? YES _____ NO _____

13. Have you ever had a teaching certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or another state? **** YES** **NO**

14. Have you ever been adjudicated guilty in a court of law of an offense other than a minor traffic violation? ** YES _____ NO _____

****If answer is YES to either question # 13 or # 14, attach an explanation of the circumstances****

By your signature, upon this application, you attest and affirm that all statements made on this application are true and correct according to your knowledge and belief. You further attest and affirm that you have and will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of certificated Idaho educators. Entry of false information on this application could result in denial of your application or revocation of your certificate.

SIGNATURE OF APPLICANT

DATE _____

THIS PORTION TO BE COMPLETED BY THE STATE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

TYPE OF OCCUPATIONAL SPECIALIST CERTIFICATE

ENDORSEMENT

ENDORSEMENT

ENDORSEMENT

VALID FROM:_____ TO:_____

APPROVED: _____ DATE _____
PROFESSIONAL-TECHNICAL CERTIFICATION COORDINATOR

Revised 1/03

APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES FOR OCCUPATIONAL SPECIALIST CERTIFICATION

Name:		Date:	
Address:		Social Security #:	
College/School:			
List of activities	Date(s)	Hrs or Credits Requested	
College Credit (attach grade report or transcript)			
Paid Work or Clinical Experience			
Workshop, Seminar			
Conference			
Other			
Description of Activity: (attach appropriate information/documentation)			
		Completion Date:	
Participant's Signature	Date	Department Chair's Signature	Date
State Professional-Technical Certification Officer		Date	Will apply Will <u>not</u> apply
Reason declined:			

Form C2

PROFESSIONAL DEVELOPMENT PLAN

Professional-Technical Education Personnel

Date: _____, ____ To _____, ____

This Professional Development Plan shall be developed by you, the professional-technical education professional, with the concurrence of your employer or supervisor and an approved Occupational Teacher Educator, as indicated by signatures below. The plan shall be developed during the validity of the initial year of certification and updated with each certificate renewal. This plan or your college's form shall be filed with the administrator on campus responsible for monitoring professional development.

Name:		SS#	
Home Address:		Phone:	
Current Position:			
Work Address:		Phone:	
Current credential(s) held:			
Credential(s) sought:			
Professional Development Plan Goal Statement:			
ACTIVITY PLANNED: (See next page for suggested activities) Course/Workshop/Seminar/other	Location of Activity/University (if known)	Date(s) Planned	Credit/Clock Hours (anticipated)
INDUSTRY EXPERIENCE/OTHER			
Local Supervisor:		On-campus/University Teacher Educator:	
Title:		Institution:	
Institution:		Teacher Educator's Signature:	
Supervisor Signature:		Date:	
Your Signature:		Date:	
REVISIONS TO THIS PROFESSIONAL DEVELOPMENT PLAN MAY BE MADE AT ANY TIME. MAKE NOTE OF CHANGES ON THIS SHEET, HAVE YOUR SUPERVISOR INITIAL, AND SEND A COPY TO THE ADMINISTATOR ON CAMPUS RESPONSIBLE FOR MONITORING PROFESSIONAL DEVELOPMENT. Revised 1-03			

Form C3

PROFESSIONAL DEVELOPMENT PLAN

INDIVIDUALIZED NEEDS ASSESSMENT

(Page 2)

The following suggested topics are provided to assist in developing your professional development plan.

Needs Related Directly to Instruction

Planning, development and evaluation. Surveys
adv. committee, occ. Analysis

Platform skills/instructional execution/basic
methods.

Managing instruction. Budgeting, filing,
inventory, records.

School-community relations. Public relations
aspects.

Professional role development. Teaching
profession, establishing a philosophy.

Implementing competency-based education.
Materials and organization.

Assisting students in improving their basic skills.
Communications and math.

Conferencing techniques. Planning for and
conducting small/large conferences.

Human development. Theories of learning
related to human growth and development.

Research. How to read and use the information
from research.

Laboratory management. Safety, layout of
equipment, organizing student, maintenance.

Instructional planning. Develop units of instruction, prepare
materials/learners.

Evaluating instruction. Assessing learner performance.

Professional-Technical guidance. Gathering student data, providing
information/education and careers.

Establishing and maintaining a professional-technical student
organization.

Coordinating a cooperative professional-technical education program.
Using CVE as a method.

Special needs students in professional-technical education program.
How to teach and meet their needs.

Computer applications in professional-technical education.

Statistics. Reading, understanding, and utilizing statistical
information.

Multicultural students. Their needs and interests and how to relate to
them.

Occupational upgrade.

Administrative/Supervisory/Master Teacher Needs

Local program planning, development, and
evaluation

Managing student recruitment and retention

Appraising staff development needs and
planning for staff development.

Business and financial management.

Communication.

Research. How to conduct research and analyze
and utilize findings.

Coordination of professional-technical programs.

Administration and supervisors of professional-technical programs,
curriculum development, managing CBVE.

Personnel and personnel affairs management.

Facilities planning and maintenance.

Establishing linkages with industry.

Supervisor ship/foremanship

Form C3